

DD/MSS Registry

File Security-4

8 APR 1974

MEMORANDUM FOR: Deputy Director for Management and Services  
SUBJECT : Classified Bulletin Board

1. This memorandum is for your information only and suggests the possibility that the use of the Classified Bulletin Board located in 1-J Corridor to exhibit classified documents may be in conflict with provisions of Executive Order 11652, National Security Council Directive dated 17 May 1972, and CIA Headquarters Regulation ☐ Perti- STAT  
nent extracts of these directives are:

A. Executive Order 11652, Sections (A) and (C)

(A) "No person shall be given access to classified information or material unless such person has been determined to be trustworthy and unless access to such information is necessary for the performance of his duties."

(C) "Classified information and material shall be used, possessed, and stored only under conditions which will prevent access by unauthorized persons or dissemination to unauthorized persons."

B. National Security Council Directive Governing the Classification, Downgrading, Declassification and Safeguarding of National Security Information, dated 17 May 1972

(1) Section V. Paragraph A.

A. "General. Classified information or material may be used, held, or stored only where there are facilities or under conditions adequate to prevent unauthorized persons from gaining access to it. Whenever such information or material is not under the personal supervision of an authorized person, the methods set forth in Appendix A hereto shall be used to protect it..."

(2) Section VI.A.(1) and (2)

(1) "Determination of Trustworthiness. No person shall be given access to classified information or material unless a favorable determination has been made as to his trustworthiness. The determination of eligibility, referred to as a security clearance, shall be based on such investigations as the Department may require in accordance with the standards and criteria of E.O. 10450 and E.O. 10865 as appropriate."

(2) "Determination of Need-to-Know. In addition to a security clearance, a person must have a need for access to the particular classified information or material sought in connection with the performance of his official duties or contractual obligations. The determination of that need shall be made by officials having responsibility for the classified information or material."

(3) Appendix A, Paragraph G. to the National Security Council Directive dated 17 May 1972

G. "Responsibilities of Custodians. Custodians of classified material shall be responsible for providing protection and accountability for such material at all times and particularly for locking classified material in approved security equipment whenever it is not in use or under direct supervision of authorized persons. Custodians shall follow procedures which insure that unauthorized persons do not gain access to classified information or material by sight or sound, and classified information shall not be discussed with or in the presence of unauthorized persons."

C. Headquarters Regulation   Part IV.A. 1 and 2 STAT

A. "Need-to-Know Access. Except as provided by B and C below, a person may be given access to classified information and documents only if both of the following standards are met:

1. "the official having responsibility for the classified information or document must have determined that the person seeking access needs to have access in order to perform his official duties or contractual obligations; and

2. "the Director of Security must have made a determination under appropriate directives and regulations that the person is trustworthy (security clearance)."

2. It should also be noted that GSA personnel and other non-CIA personnel with "no-escort" privileges in the Headquarters Building may be exposed to classified documents on the Bulletin Board. These personnel as a group have very little or no need-to-know concerning internal CIA matters.

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[Redacted Signature]

Director of Security

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MEMORANDUM FOR: Deputy Director for Management  
and Services

SUBJECT : Exposure of DDO Organization Chart  
on Classified Bulletin Board

1. This memorandum is for your information only and reports on the apparent sequence of events leading to the 22 March posting on the classified bulletin board of a DDO organization chart in spite of the personal objections of Mr. Nelson. These points are offered:

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a. Mr. Nelson allegedly told Mr. [ ] that he didn't want the chart to be used on the classified bulletin board and the latter apparently passed the story to Mr. [ ] in turn, relayed the guidelines to Mr. [ ] a security careerist who was, at the time, temporarily filling in for the regular Chief of the DDO's [ ] Unit. Unfortunately, [ ] does not remember getting from [ ] such an absolute and unequivocal negative sanction nor does he remember passing such to the Office of Security.

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b. [ ] remembers talking to [ ] on the matter but does not remember hearing that the chart was not to be used under any circumstances. Rather, Bill recalls being convinced that sanitized charts as shown under Tabs A and B would be acceptable to the DDO. Bill further recalls delivering such sanitized charts to Mr. [ ], Office of Personnel, for possible use in the future on the classified bulletin board.

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c. All of the above transactions were in the earliest days of experience with the classified bulletin board when all participants were exploring new ground and a firm coordination pattern had yet to evolve. All of the above described interactions were verbal.

d. Subsequent to the discovery of the 22 March mishap, firm arrangements have been effected between the Chief, [redacted]

[redacted] Unit (Mr. [redacted]), Mr. [redacted] and this Office to assure that both [redacted] pass on any DDO-related item before it is mounted on the classified bulletin board and that no items now being held by the Office of Personnel for board use are displayed prior to re-submission for the [redacted] approval. This arrangement follows precisely Mr. Nelson's recently expressed wishes on the matter.

2. It is felt that the arrangements detailed in paragraph 1. d. above should effectively preclude a repetition of the incident that distressed the DDO.

[redacted]  
Charles W. Kane  
Director of Security

Atts.

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Central Intelligence Agency  
ORGANIZATION & FUNCTIONS

Director of  
Central Intelligence

Deputy Director

Deputy Director for  
Intelligence

Production of National basic and current intelligence on political, economic, military, and geographic activities in foreign areas in support of the President and other senior officials. Storage, retrieval, and dissemination of intelligence information. Exploitation of photography.

Deputy Director for  
Science and Technology

Research and development in support of Agency missions. Technical collection. Processing and production of technical and scientific intelligence.

Deputy Director for  
Management and Services

Management services, including ADP, planning and budgeting, personnel, medical, security, training, finance, logistics, communications, and emergency relocation and records center.

Deputy Director for  
Operations

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